

3-2	Physical Disabilities Service Entry Priority and Petition	Part 147 of 1
Authorizing Utah Code: 62a-5-103	Rule: R539-3-1	PD Services
Approved: 3/20/03	Rule Effective:	Printed: 1/00
Form(s):3-2	Guideline(s): 3-2	

POLICY

Applicants who are found to be eligible for **Physical Disabilities Services** and who are placed on the pending list for funding may petition the Physical Disabilities Nurse Coordinator for reconsideration of the needs assessment score. **Persons** who receive funding for physical disabilities services may petition the Physical Disabilities Nurse Coordinator to request an increase in funding.

PROCEDURES

1. The Physical Disabilities Nurse Coordinator shall:
 1. use the Physical Disabilities Needs Assessment **Form 3-2** to evaluate each **Person's** level of need;
 2. determine and prioritize needs scores;
 3. rank order the needs scores for every **Person** eligible for service, and
 4. enter the **Person's** name and score on the pending list.
2. The Physical Disabilities Nurse Coordinator assures that the needs assessment score and ranking remains current by updating the needs assessment score as necessary. A **Person's** ranking may change as needs assessments are completed for new **Applicants** found to be eligible for services.
3. All **Applicants** will be assessed according to the Physical Disabilities Needs Assessment **Form 3-2** and a Nursing Assessment and given a score prior to placing a **Person** into services.
4. A Notice of **Agency Action**, **Form 522**, and a Hearing Request, **Form 490S**, are mailed to each **Person** upon completion of the determination of eligibility or ineligibility for funding per **Division Policy 1-5**, Notice of Hearing for **Agency Action**. The Notice of **Agency Action**, **Form 522**, should inform the **Person** of eligibility determination and placement on the pending list.